



Requirements for Adult/Teen Employees and Volunteers whose role involves direct contact with minors

Employees and Volunteers of the Diocese of Rockford are required obtain a password from their parish/school/entity and proceed to set up a Virtus Online account. This system will provide users with the necessary paperwork and training(s) to be approved as an employee/volunteer within the Diocese. This will also provide users with notifications that pertain to a document or training in their account that requires the individual to update information when requested. No individual is permitted to work and/or volunteer in the Diocese until their Virtus Online account has all required Safe Environment documentation in the system and current.

SCREENING (18 years of age or older)

A background check or database check that shows a criminal conviction (a "hit") is required to be submitted to the Diocesan General Counsel, Ellen Lynch at ELynch@rockforddiocese.org for review and approval before the potential employee or volunteer may perform services.

- Criminal Background Checks
 - Virtus Site Administrator keeps copy of printed results on file at the parish/school/entity.*
 - ◆ State of Illinois Name-Based Conviction Information (CHIRP System)
 - Parish/school/entity will run check through CHIRP and Virtus Site Administrator will enter result date into Virtus Online Database.
 - ◆ State of Illinois Fingerprint Criminal background Check (*required for schools*)
 - School will run fingerprint check and Virtus Site Administrator will enter result date into Virtus Online Database.
- State & National Sex Offender Registry Checks
 - ◆ State Sex Offender Registry: <https://isp.illinois.gov/Sor>
 - ◆ National Sex Offender Registry: <https://www.nsopw.gov/>
 - Parish/school/entity will run the name of the individual through both websites and the Virtus Site Administrator will enter result date in the Virtus Online Database.

Education & Training (16 years of age and older)

Every employee and volunteer must complete the following training through their Virtus Online Account or in person if training is available.

- Protecting God's Children Training for Adults (18 years of age or older)
 - ◆ Training available Online or In-person
 - ◆ 1 hour training commitment if completed online
 - ◆ 3 hour training commitment if completed in person
- Healthy Relationships for Teens 2.0 with a Safe Environment Component (16 & 17 years of age)
 - ◆ Training available Online only
 - ◆ 1 hour training commitment

Acknowledgement Forms (16 years of age and older unless otherwise stated)

Every employee and volunteer must read and sign the following Acknowledgement Forms in their Virtus Online Account.

- Mandated Reporter Status Form (CANTS 22 Form) (18 years of age or older only)
- Code of Pastoral Conduct
- Code for the Pastoral use of Technology and Social Media
- Guidelines for Youth and Those Working with Youth
- Sexual Misconduct Norms

State of Illinois Required Trainings (18 years of age or older)

Every employee and any volunteer fulfilling the role of CRE, DRE, CYM, DYM, Coach and Assistant Coach, must complete the following trainings through their Virtus Online Account.

- Mandated Reporter Online Training
 - ◆ **Provide parish/school/entity with the certificate of completion for Virtus Site Administrator to record in the Virtus Online database.** *Virtus Site Administrator keeps certificate of completion on file at the parish/school/entity. *Schools: The online training asks the participant to complete the CANTS22 Mandated Reporter Form; have the participant print and acknowledge this form and the Certificate of Completion for their files. Enter the most current date into the Virtus online database.*
 - ◆ Complete within 3 months of hire date
 - ◆ Recertification required every 3 years as follows: 2020, 2023, 2026, 2029, etc.
 - ◆ 1 – 1.5 hour training commitment
- Sexual Harassment Prevention Training
 - ◆ Complete within 3 months of hire date
 - ◆ Recertification required every year
 - ◆ 20 minute training commitment

All forms & training certificates are to be submitted by the employee and volunteer to the parish/school/diocesan entity, through the online system with the exception of the requirements specified under the screening section and the State of Illinois Mandated Reporter Online Training requirement.

The DCFS Abuse Hotline: 1-800-25-ABUSE (1-800-242-2873)

The Diocese's Sexual Abuse Hotline: 815-293-7540

If you have any questions, please contact the Safe Environment Office at: 815-399-4300 ext. 417